

St. Paul's Community Development Trust



Job Description

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| Job Title: | School Administration Manager |
| Department: | School |
| Salary: | £26,115pa (pro rata to TTO £22,599pa) |
| Hours of work: | 37.5 per week Term Time Only |
| Contract Term: | Subject to a 6 month Probationary Review |

Duties and responsibilities:

All staff employed by the Trust have an individual responsibility for promoting and safeguarding the welfare of the children/young people and vulnerable adults that they are responsible for, or come into contact with.

Job Purpose:

To provide administrative, financial and clerical support to the School, Senior Managers and Governors.

Key Duties:

1. Be responsible for administration of school business including:

- To provide administrative/secretarial support to the Head of School and senior members of staff where appropriate including diary management, managing admissions paperwork, liaising with other agencies such as the Local Authority and other schools.
- To act as Clerk to the School Governors, including taking minutes, circulating papers and progressing any matters members wish to pursue.
- To manage the School information systems including pupil attendance and to ensure they are updated and used effectively in supporting the running of the School.
- To provide information and produce reports to the Head of School.
- To share the responsibility for incoming and outgoing post for the School
- To be aware of the School's security and safeguarding procedures and to ensure that they are implemented and promoted as appropriate at all times.
- To be a Champion for Staff Health & Wellbeing in the School
- To participate in the Trust's performance management scheme, including supervisions and probationary review.
- To undertake personal professional development and training as appropriate.

2. Be responsible for business and financial management of school resources including:

- To be responsible for financial administration such as placing (or overseeing) purchase orders and liaising with the Trust's finance staff on any invoice or other payments to be made.

- To ensure all monies received by the School are receipted and placed in the safe on a daily basis, i.e. dinner money, School fund, telephone, pupil payments and check eligibility for School lunches.
- To be responsible for Petty Cash and to liaise with Trust finance staff for reimbursement.
- To meet with Assistant Finance Officer on a monthly basis to ensure that the invoice to the Local Authorities are raised correctly.
- Liaise with Head Teacher and Trust Finance Officer on a monthly basis to update on current budget situation.
- Evaluating information and working with senior leadership team (SLT) to prepare realistic and balanced budgets and to assist staff nominal ledger coding for school activities
- Working closely with SLT to ensure significant budget variances are monitored closely and prompt corrective action is taken
- Provide on-going budget information to relevant people, including attendance at governing body meetings, as appropriate
- Assist the Head and governing body with income generation activities and promoting and marketing the school, as deemed appropriate
- Help ensure the school is following 'best value' procedures
- Supervise the preparation of school monies and ensure that all financial administration is carried out in accordance with school financial regulations and policies

3. Manage the schools support functions through planning, developing, designing and monitoring support systems and procedures including:

- Coordinate, purchase, repair and maintenance of furniture and fittings working with the school estates team
- Attend compliance meetings as appropriate alongside SLT
- Contribute to the development of policies for school support functions
- Undertake analysis and interpret data and produce detailed reports and complex information
- To be familiar with and uphold the policies and procedures of the School and the Trust, especially those relating the Health and Safety, Equalities, GDPR and Safeguarding.

4. Liaise with other staff, pupils, parents/carers and external agencies:

- Produce and respond to correspondence
- Support administrative work, allocate tasks to other administration staff, if appropriate and reviewing their performance

5. Develop and maintain recording and information systems including:

- Acting as school's GDPR officer
- Enter school data and ensure that existing technology supports school systems
- Liaise with school IT technician, as needed

To undertake other duties commensurate with the role and responsibilities of the post as agreed with the Headteacher.

Supervision received: Headteacher

Supervision exercised: Administrative staff, Apprentices, Volunteers.

Person Specification

Method Of Assessment A – Application Form T – Test I - Interview

| Criteria | Essential | Method of Assessment | | | Desirable |
|--------------------------------|---|----------------------|---|---|--|
| | | A | T | I | |
| QUALIFICATIONS TRAINING | Recognised relevant professional qualification | ✓ | | ✓ | Management Qualification |
| | GCSE A-C (or equivalent) English and Maths | ✓ | | ✓ | First Aid at work |
| | Willingness to undertake further training | | | ✓ | |
| EXPERIENCE KNOWLEDGE | Substantial experience of managing budgets and financial reporting | ✓ | ✓ | ✓ | Experience of working within education |
| | Previous experience of working in an office environment (i.e Finance/HR) at a senior level | ✓ | ✓ | ✓ | Experience of working in direct contact with members of the public |
| | Competent on FMS and SIMS (or other similar management systems) | ✓ | | | |
| SKILLS AND ABILITIES | Excellent communication and interpersonal skills and having the ability and confidence to deal with challenging behaviour | | ✓ | ✓ | Able to deliver value for money initiatives |
| | Ability to work under high levels of pressure and meet deadlines within a continually changing environment | ✓ | | ✓ | |
| | Smiley and positive 'can do' attitude to school life – even under pressure | | | ✓ | |
| | To be confident, resilient, discreet and loyal to the school's ethos, aims and values | ✓ | | ✓ | |
| | Experience of working as part of a team; dealing sensitively with people and using appropriate skills to resolve conflicts | ✓ | | ✓ | |
| | Be able to seek advice and support when necessary both from within the school and other more experienced colleagues or financial services | ✓ | | ✓ | |
| | To act as a role model and lead by example, embracing change and constantly pursuing the best for the school | | | ✓ | |
| | Enjoy interacting and being with pupils aged 8 – 18 years | ✓ | ✓ | ✓ | |
| | Ability to adhere to relevant school policies / codes of practice / legislation | ✓ | | ✓ | |
| EQUAL OPPORTUNITES | Show a commitment to equal opportunities requirements | ✓ | | ✓ | |
| SAFEGUARDING | Show a commitment and good understanding of safeguarding | ✓ | | ✓ | |
| GDPR | Knowledge of GDPR | ✓ | | ✓ | |
| HEALTH & SAFETY | Knowledge of Health and Safety | ✓ | | | |
| FURTHER REQUIREMENT | It is essential that all candidates are deemed suitable to work with children and/or vulnerable people. | | | | |